



Republic of the Philippines  
**Department of Education**  
REGION III  
SCHOOLS DIVISION OF BULACAN

June 23, 2026

**DIVISION MEMORANDUM**

No. **276**, series 2026

**ANNOUNCEMENT OF VENUE FOR THE PREPARATION AND CONSOLIDATION OF THE 2<sup>ND</sup> QUARTER FY 2026 FINANCIAL REPORTS IN RELATION TO THE IMPLEMENTATION OF PROJECT FORWARD**

To: Assistant Schools Division Superintendents  
Division Chiefs (SGOD and CID)  
Unit Heads  
School Heads – Fiscal Autonomous Secondary Schools  
Finance Personnel – Implementing Units  
SDO Personnel  
All Others Concerned

1. Pursuant to Division Memorandum No. 256, s. 2026 titled "*Preparation and Consolidation of the 2<sup>nd</sup> Quarter FY 2026 Financial Reports in relation to the implementation of Project FORWARD,*" the activity will be conducted on **July 7-9, 2026** at **Hacienda Gracia Resort and Hotel, Santa Maria, Lubao, Pampanga**.
2. Participants are required to arrive at the venue **not later than 8:00 A.M.** on the first day for registration and the opening program.
3. Please be reminded that all Senior Bookkeepers of Implementing Units are required to attend the three-day workshop.
4. Participants are advised to bring a laptop, extension cord, and pocket Wi-Fi to ensure the efficient conduct of workshop sessions.
5. Immediate and wide dissemination of this Memorandum is desired.

  
**CECILIA E. VANDERAMA, PhD, CESO VI**  
Schools Division Superintendent *A - 6*



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Republic of the Philippines  
**Department of Education**  
REGION III  
SCHOOLS DIVISION OF BULACAN

June 03, 2026

**DIVISION MEMORANDUM**

No. 256, series 2026

**PREPARATION AND CONSOLIDATION OF THE 2<sup>ND</sup> QUARTER FY 2026  
FINANCIAL REPORTS IN RELATION TO THE IMPLEMENTATION OF PROJECT  
FORWARD  
(F-INANCIAL, O-PERATIONS, R-REPORTING W-ITH A-NALYSIS, R-ECONCILIATION,  
D-OCUMENTATION)**

To: Assistant Schools Division Superintendents  
Division Chiefs (SGOD and CID)  
Unit Heads  
School Heads – Fiscal Autonomous Secondary Schools  
Finance Personnel – Implementing Units  
SDO Personnel  
All Others Concerned

1. This Office announces the conduct of the Preparation and Consolidation of the 2<sup>nd</sup> Quarter FY 2026 Financial Reports in relation to the Implementation of **Project FORWARD (F-inancial, O-perations, R-eporting W-ith A-naysis, R-econciliation, D-ocumentation)** on July 07-09, 2026, starting at 8:30 AM. On a venue to be announced.
2. The objectives of this activity are:
  - a. To scrutinize and review any unusual accounts in the Financial Statements, particularly in the recent audit findings from COA.
  - b. To make the necessary adjusting journal entries, supported by appropriate documentation, to correct errors in the books; and
  - c. To prepare and submit the accurate FY 2026 2<sup>nd</sup> Quarter Consolidated Financial Reports and Budget Monitoring System for the Division of Bulacan.
3. All Senior Bookkeepers are required to bring the complete set of Financial Reports for the 2<sup>nd</sup> Quarter of FY 2026 in the reconciliation and consolidation. Participants are also advised to bring laptops, an internet connection, and extension cables.



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4. A registration fee of Five Thousand Two Hundred Pesos (Php5,200.00) per participant shall be charged to cover the expenses for food, venue, and accommodation. This must be paid to the SDO Cashier Section on or before June 22, 2026, with the check payable to **DEPED BULACAN TRUST FUND**.
5. Registration fees and travel expenses from Fiscally Autonomous Schools shall be charged against their respective **School MOOE**, while those of SDO Personnel shall be charged against the **Division MOOE**.
6. All expenses incurred in this activity shall be subject to the usual accounting and auditing rules and regulations.
7. 100% attendance is required for all Senior Bookkeepers.
8. This Memorandum serves as the Travel Authority of the participants.
9. Immediate and wide dissemination of this Memorandum is desired.

Budget Unit  
June 03, 2026

  
**CECILIA E. VALDERAMA, PhD, CESO VI**  
Schools Division Superintendent 



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